



CALIBRATION HELPSHEET

RATING SCALE

5

Achieved Outstanding Results

Performance is superior, far above what is required. Employee consistently exceeds highest standards. Employee has demonstrated exceptional job mastery in all major areas of responsibility. Achievement and contributions to the organization are of marked excellence.

4

Achieved More Than Expected Results

Performance is consistently above normal expectations and standards. Most goals, objectives and targets were achieved above the established standards.

3

Achieved Expected Results

Performance met expectations in terms of quality of work, efficiency and timelines. Critical goals were met. Performance is consistent with what is expected and considered acceptable. Demonstrates techniques and procedures necessary for efficient job performance.

2

Partially Achieved Expected Results

Performance is generally below the minimum requirements for the job. One or more of the critical goals were not met. More guidance, development, or training may be needed to improve performance.

1

Expected Results Not Achieved

Performance does not meet minimum job requirements. Reasonable progress towards critical goals was not made. Significant improvement is needed in one or more important areas. Lack of improvement may result in disciplinary action.